

STATE OF MARYLAND

PROJECT MANUAL

6645 & 6651 Cottage Demolition

AT

Springfield Hospital Center

FOR

THE MARYLAND DEPARTMENT OF HEALTH (MDH)

DGS PROJECT NO.: S-000-200-003 (SBR)

Date: April 20, 2020

PROJECT CLASSIFICATION “A”

Minority Business Enterprises Are Encouraged To Respond To This Solicitation

DEPARTMENT OF GENERAL SERVICES

Ellington E. Churchill, Jr, Secretary
301 West Preston Street, Room 1405
Baltimore, Maryland 21201

BOARD OF PUBLIC WORKS

Larry Hogan, Governor
Peter Franchot, Comptroller
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DIVISION 0 - PROCUREMENT & CONTRACTING REQUIREMENTS

- Notice To Bidders - Solicitation Fact Sheet (eMaryland Marketplace Advantage attachment)
- Instructions to Bidders for Construction Projects (March 2007) (eMaryland Marketplace Advantage attachment)
- General Conditions for Construction Contracts (July 1, 2018) (eMaryland Marketplace Advantage attachment)
- Bid Proposal Affidavit (eMaryland Marketplace Advantage attachment)
- State Funded Construction Projects – Payment of Employee Health Care Expenses (eMaryland Marketplace Advantage attachment)
- Contractors Questionnaire
- Bid Bond, *if applicable* (eMaryland Marketplace Advantage attachment)
- Minority Business Enterprise Utilization Procedures (November 2017) (eMaryland Marketplace Advantage attachment)
- MBE Attachment D-1A Forms (eMaryland Marketplace Advantage attachment)
- List of Prevailing Wage Rates, *if applicable*
- Addenda, *if any* (eMaryland Marketplace Advantage attachment)
- List of Drawings
- Pre-Bid Conference/Site Visit – **Refer to: State Finance and Procurement Article §14-302(a)(7)(v) and COMAR 21.11.03.09.C.(2)(e).**

**Maryland Department of Health Springfield Hospital Center
6645 & 6651 Main St. Springfield Campus Cottage Demolition
DGS Project No. S-000-200-003 (SBR)**

I. SCOPE OF WORK:

- a. The work to be accomplished under this Contract is located at Springfield Hospital Center, 6655 Sykesville Road, Sykesville, MD 21784. Work consists of providing all construction, permits, labor, materials, equipment, services, supplies, miscellany, testing and instrumentation necessary and incidental to the completion of all work as specified herein.
- b. The work of this contract involves demolition, removal, and disposal of two (2) Springfield Hospital Center Campus Cottages. Demolition includes removal of existing cottage basements and foundations, placement of clean backfill compacted and stabilized, topsoil, permanent seeding and mulching. Specific areas and requirements are contained in the following specification and attached location maps. Dimensions given are approximations provided to potentially assist the Contractor and not intended to define the project. The State assumes no responsibility for the accuracy of measurements and quantities given in this specification. The Contractor is strongly urged to visit the job site and take his/her own measurements, and examine the conditions under which work must be performed. Items not described in this specification, but required for a safe, complete installation in accordance with all codes, laws, regulations and generally accepted building industry practices are considered to be included and provided by the Contractor as part of this project with no additional cost to owner.

II. PROJECT LOCATIONS:

- a. 6645 Main St. Springfield Hospital Campus (Entrance A).
- b. 6651 Main St. Springfield Hospital Campus (Entrance A).

Location coordinates are for reference only:

6645 Main St. Springfield Hospital Campus: 39°23'28.5"N 76°57'37.2"W

6651 Main St. Springfield Hospital Campus: 39°23'27.4"N 76°57'37.3"W

III. DESCRIPTION OF WORK:

General

- a. During this project, the areas must remain open at all times. No areas or buildings can be made inaccessible to vehicles and/or personnel at any time.
- b. Contractor shall provide personnel with flags or other traffic control devices to adequately maintain the safe traffic flow as well as the safety of visitors and staff.

Contractor to assure positive separation between the work area and the public. Contractor shall also take adequate precautions to protect the work from damage or other situations that would, or would lead to, an undesirable impact on the finished product.

- c. Contractor will work a normal business hours schedule.
- d. Contractor is responsible for contacting a private utility locator and/or Miss Utility (800-257-7777) to identify all existing utilities prior to digging. Contractor shall take sole responsibility for any cost incurred due to damage to such utilities caused by the Contractor.
- e. Contractor is responsible for providing temporary bathroom facilities for workers associated with this project, including any subcontractors, vendors, suppliers, etc.

NOTE: It is the Contractor's responsibility to check/confirm the exact measurements and material quantities to his/her satisfaction prior to bidding.

Preparation

- a. Identify locations of site utilities with authorities having jurisdiction and/or private utility locating company, prior to starting demolition operations. Coordinate with utility companies having jurisdiction for removal of meters, transformers, poles, natural gas, etc.
- b. Verify site utilities that require termination or disconnection, prior to starting demolition operations.
- c. Existing utility services required to be removed or abandoned. Contractor shall ensure all utilities are shut off and/or disconnected by the appropriate utility company or agency having jurisdiction. Contractor to coordinate with the Carroll County Bureau of Utilities at (410) 386-2164 for water and sewer service to be removed, capped, or sealed with the same or compatible piping material and approved by the authority having jurisdiction prior to starting demolition operations. The State shall not be responsible for damages to any public utilities. Damage to any public utilities shall be the responsibility of the Contractor.
- d. The Contractor will be responsible for coordinating with public utility companies, local, State, and Federal regulatory agencies having jurisdiction and obtaining and paying for any permits, fees and any other utility disconnection costs.
- e. When unanticipated elements and features that conflict with intended demolition are encountered, work shall stop and such conflict shall be brought to the immediate attention of the DGS Project Manager. Advice on how to proceed will be provided to the Contractor as quickly as reasonably possible.
- f. Protection of existing roadways, streets, walks, utilities, trees and other adjacent facilities during demolition operations are the responsibility of the Contractor. Maintain access to existing roadways and other adjacent occupied facilities. Temporary erosion control measures to be provided by the Contractor to prevent erosion or displacement of

soils, and discharge of soil bearing water runoff or airborne dust to adjacent properties and walkways pursuant to the Maryland Department of Environment guidelines. Maintain temporary erosion and sediment controls during demolition operations and repair as needed until stabilization of disturbed areas are complete.

- g. Conduct demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, and other adjacent occupied and used facilities.
- h. Demolish and remove identified cottages only to the extent required. Use methods required to complete the demolition operations within limitations of governing regulations and the use of mechanical means. Use of explosives is **not** permitted. Burning of structures for demolition is **not** permitted.

Demolition

- a. Contractor shall demolish, remove, and dispose of two (2) cottages by mechanical means located at 6645 Main St. Springfield Hospital Campus (Entrance A) and 6651 Main St. Springfield Hospital Campus (Entrance A). Each cottage is approximately 1,450 Sqft. Locations are identified on the map found within this specification.
- b. Health and safety requirements of the project to be adhered to by Contractor. If existing Asbestos and Asbestos containing materials are present, Contractor shall comply with 29 CFR 1926.1101 and applicable State and local regulations; complete removal as required. If existing Lead-Based paint is present, Contractor shall comply with 29 CFR 1926.62 and applicable State and local regulations; complete removal as required.
- c. Contractor shall demolish, remove, and dispose of at grade, above grade and below-grade existing structures. Remove all existing foundation walls and footings. Remove sidewalks and steps exiting cottages ending at sidewalk parallel to Main Street. Sidewalk along Main Street to remain undisturbed. Remove other below-grade construction as directed.

Disposal of Demolished Materials

- a. Contractor shall remove demolished materials from project site and legally dispose of materials in an EPA-approved landfill. Do not allow demolished materials to accumulate on-site.
- b. Contractor shall comply with hauling and disposal regulations of authorities having jurisdiction pertaining to "Particulate Matter from Materials Handling and Construction" (COMAR 26.11.06.03D), requiring that during any demolition operations, reasonable precaution shall be taken to prevent particulate matter, such as dust and dirt, from becoming airborne.
- c. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas. Contractor to transport demolished materials off State's property and legally dispose of materials complying with solid waste regulations of authorities having jurisdiction. This applies to any and all solid waste generated from the project site,

requiring that such solid waste shall be properly disposed of at a permitted solid waste acceptance facility, or recycled if possible.

- d. Unless otherwise noted, demolition waste becomes property and responsibility of the Contractor.
- e. Burning of such materials is prohibited.

Site Restoration

- a. Contractor shall completely fill below-grade areas and voids resulting from demolition operations with satisfactory soil materials, compacted fill material free from trash and debris. If required to maintain existing grade with positive drainage, Contractor to import clean fill material as needed. Such imported fill to be included in Contractors base bid.
- b. Uniformly fine grade area of demolished construction to a smooth surface, free from irregular surface changes. Provide a smooth transition with positive drainage between adjacent existing grades and new grades.
- c. Contractor to cover disturbed areas with topsoil and stabilize by permanent seeding and mulching. Seed mixture shall be a combination of two or more grass species, tall fescue to be the highest percent, perennial ryegrass (no more than 5%-10% of the mixture), and Kentucky bluegrass (5%-10%).
- d. When area is stabilized Contractor to remove temporary erosion and sediment controls. Contractor to ensure cleanup of worksite from dust, dirt, and debris caused by demolition operations. Return adjacent areas to condition existing before demolition operations began.

IV. SITE CONDITIONS:

- a. The work covered by this specification is in an occupied facility.
- b. The Contractor shall at all times keep the premises as clean as possible and free from an accumulation of waste materials and debris. Upon completion of the work, all debris, tools and surplus materials shall be removed and the work area left completely clean.
- c. The Contractor shall leave no area unsafe or unsecure at the end of the working day.
- d. It shall be the Contractor's responsibility to field verify all existing conditions and dimensions prior to bidding and ordering materials.
- e. The Contractor shall repair and restore to its original condition any equipment, materials or surfaces damaged as a result of their operations during this contract.
- f. The Contractor shall be fully responsible for any loss or damage to his own materials, supplies, or equipment and to the personal property of their employees while they are on State premises.

- g. The Contractor, during the construction period may leave their essential equipment on site at their risk. The State of Maryland will not assume any liability for any of the stored equipment. Any stored equipment, at the Owner's risk, shall be stored in a safe manner and marked with reflective barricades. The Contractor shall be responsible for any and all damages to State of Maryland and/or private property including trees, curbs, asphalt or concrete pavements, mailboxes, private yards and signage.

V. SITE INSPECTION:

- a. All prospective bidders are encouraged to attend the pre-bid meeting and familiarize themselves with all requirements for the project. All dimensions and information given are approximations provided to potentially assist the contractor and not intended to define the project. Contractor shall visit the job site to familiarize him/herself with the project and to make any calculations necessary for a complete project.
- b. Failure to attend the pre-bid meeting will not relieve the successful bidder from complying with the requirements of these specifications at no additional cost to the state.
- c. Any site visits requiring access to the interior of the building (other than the pre-bid meeting) shall be coordinated in advance by calling the Maintenance Supervisor / Facility Manager, **Mr. Robert Poler at (410) 970-7015**.

VI. QUALITY ASSURANCE:

Supplier Qualifications: Company shall have minimum three years documented experience specializing in manufacturing the products specified in this section.

Contractor Qualifications:

- a. Company shall have minimum three years documented experience specializing in performing the work of this specification.
- b. Upon request, prospective bidders may be required to submit a list of references and similar projects which they have successfully completed.
- c. The Contractor shall be licensed in the State of Maryland in accordance with COMAR regulations.
- d. The Contractor shall coordinate all work with the Contractor's sub-contractors, the various trades, and suppliers in order to complete the project expeditiously and within the time limits of the contract.
- e. All work shall be performed in accordance to applicable code requirements. These shall include, but are not limited to, AASHTO, BOCA, State and local Health Department requirements.
- f. All work shall be performed in the best and most professional manner by technicians skilled in their respective trades.

- g. The Contractor shall maintain the job site in a safe, neat, and orderly manner throughout the entire project. Upon completion of the project, the Contractor shall dispose of all excess materials and debris in a lawful manner and leave the entire area clean and in an acceptable condition.
- h. The Contractor shall adhere to OSHA-MOSH regulations throughout the project to ensure the safety of his/her employees, state employees, and the public.
- i. All work shall conform to the requirements of the latest edition of the International Building Code and all state and local code requirements. All work shall be performed in a top-quality workmanship like manner in accordance with standards of the trade.
- j. The Contractor shall examine the premises prior to submitting the bid and observe the conditions under which the work will be done or other circumstances which will affect the completed work. No allowance will be made, subsequently, in connection for any error or negligence on the Contractor's part.
- k. Return surrounding site to a pre-construction condition. Seed and mulch any disturbed areas as necessary.

MATERIALS AND SUPPLIES

- a. All materials shall be as specified or approved equal. All materials to be used must be submitted and approved by the DGS Project Manager. In the event the Contractor chooses to substitute materials other than those specified, the Contractor shall provide to the Project Manager data necessary to determine the "or equal" rating. The Project Manager will make a decision and notify the Contractor within 5 business days of receipt of this information as to the "or equal" status.
- b. All materials shall be New and where applicable shall be delivered to the job site with labels intact and legible. Handling of materials shall be in accordance with the written directions and/or recommendations of the manufacturer. All materials used in the performance of this contract shall comply with all standards given herein.
- c. The Contractor shall be responsible for the coordination, off-loading and proper storage of all materials and supplies up until the time of final inspection. Where applicable, materials shall be delivered in their original unopened containers with labels intact and legible.
- d. Materials shall be stored in a safe area, out of the way of traffic. Storage site location shall be approved by the Project Manager prior to the storage of any materials on site. If in the event the Contractor elects to store materials or equipment onsite they elect to do so at their own risk. The State will not be held responsible for any lost or damage to materials or equipment.
- e. Any materials that have not been specifically mentioned, but are necessary for the complete, safe and satisfactory completion of the project, shall be provided by the Contractor as if specified herein.

SUBMITTALS

- a. The Contractor shall submit all mix designs, material information, material suppliers' information, and SHA plant certifications to the state representative for approval prior to starting any work.
- b. Specifics:
 - 1. Grass Seed Mix Material Information
 - 2. Administrative Submittals

VII. WARRANTY:

- a. Project Warranty: Refer to "Department of General Services General Conditions for Construction Contracts" ("General Conditions") revised July 2018 for basic project warranty provisions.
- b. Contractor Warranty Period: Two (2) years from the date of substantial completion of the project on installed parts and labor.

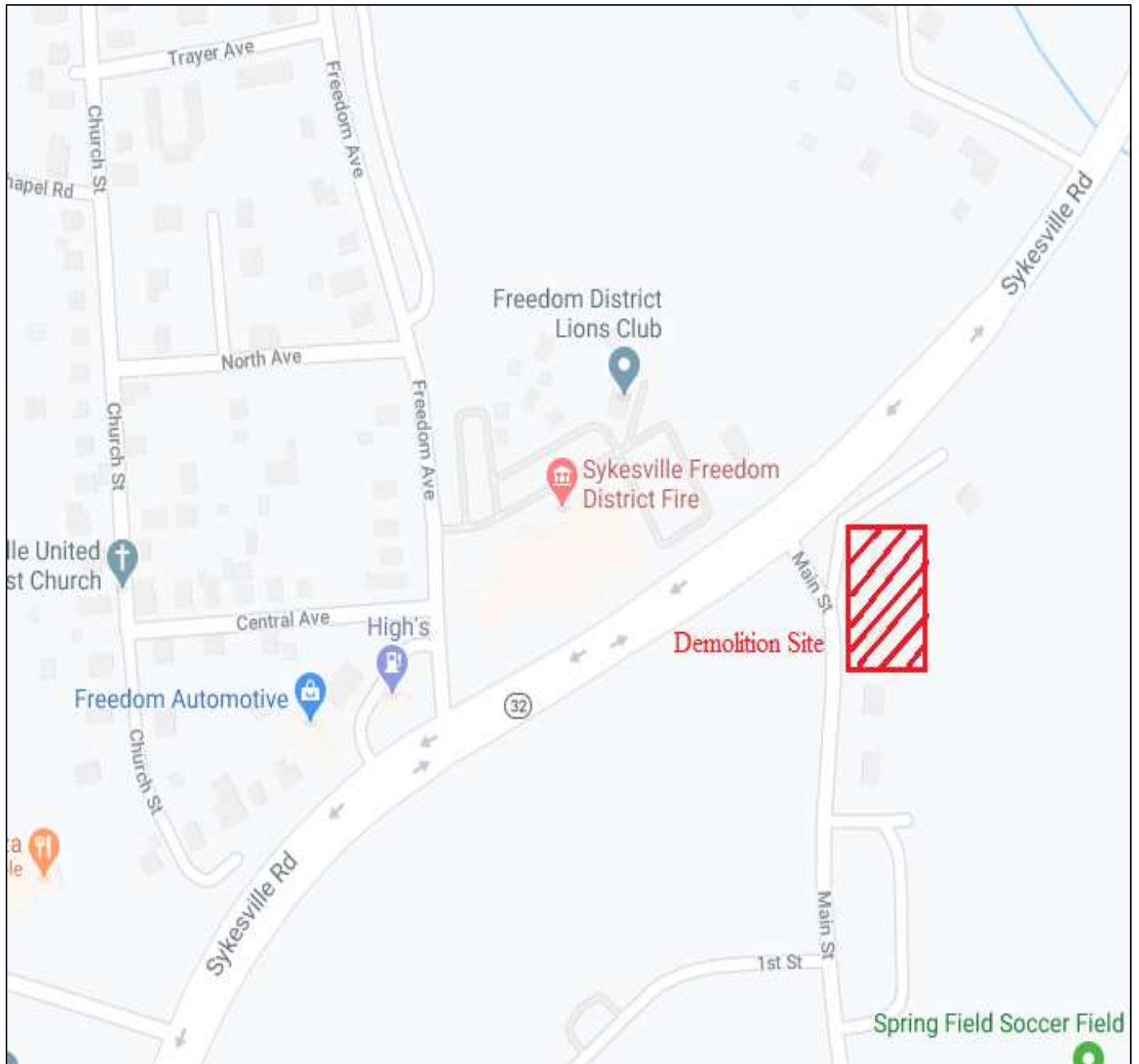
VIII. GENERAL REQUIREMENTS:

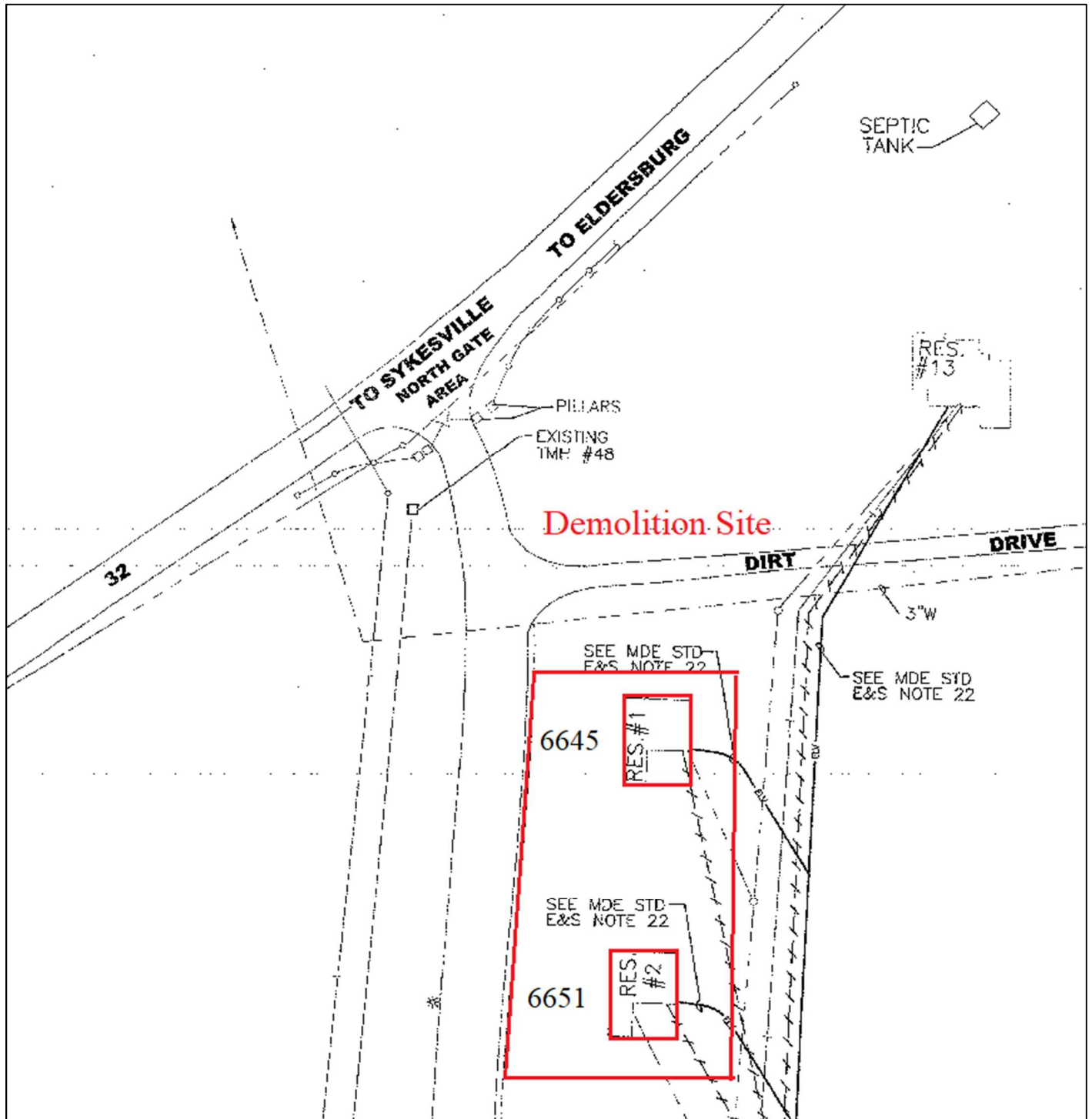
- a. All work shall be coordinated with the Maintenance Supervisor / Facility Manager and the DGS Project Manager and Construction Representative during the Pre-Construction meeting.
- b. Work shall be accomplished during normal working hours Monday through Friday. Work at any other times must be requested in writing and subject to approval by the Maintenance Supervisor / Facility Manager.
- c. The project shall be considered complete upon final inspection and approval by the Maintenance Supervisor / Facility Manager and the DGS Project Manager and Construction Representative.
- d. Liquidated damages for this project shall be \$250.00 per day.
- e. Administrative Submittals shall be required and submitted to the DGS Project Manager and/or Construction Division and the DGS Construction Representative.
- f. Work is to be completed within sixty (60) calendar days from the date cited in the written Notice to Proceed. The date to be cited will be determined at the work initiation meeting.

IX. ATTACHMENTS:

- I. **None**

(Maps For Informational Purposes Only)



















END OF SPECIFICATION